



**North Dakota Public Employees Retirement System
E-Mail Memorandum
2004-17**

TO: Payroll Personnel – Participating Employers in the FlexComp Plan not on the State of North Dakota PeopleSoft Payroll System

FROM: Sharon Ellsworth, FlexComp Program Coordinator

DATE: September 30, 2004

SUBJECT: FlexComp 2005 Plan Year Annual Enrollment Calendar

OCTOBER 1, 2004 – Annual Enrollment begins. Agency payroll staff can set up their employees FlexComp records for the 2005 Plan Year. The original agreements can be mailed to NDPERS as they are received. (Keep a photocopy for your records).

NOVEMBER 15, 2004 – Annual Enrollment ends.

DECEMBER 6, 2004 – Deadline to send any remaining original election agreements to NDPERS to set up employee record.

WEEK OF DECEMBER 20, 2004 – A confirmation statement will be mailed to all employees participating in the FlexComp Program detailing how the employee's record was set up by NDPERS.

DECEMBER 31, 2004 – The last day for NDPERS to make changes to employee records.